

**IDAHO BOARD OF EXAMINERS OF RESIDENTIAL CARE FACILITY
ADMINISTRATORS**

Bureau of Occupational Licenses
700 West State Street, P.O. Box 83720
Boise, ID 83720-0063

Board Meeting Minutes of 1/21/2016

BOARD MEMBERS PRESENT: Heidi Brough Nye - Chair
Benjamin E Doty
Kristen E Hyde
Linda L Simon

BOARD MEMBERS ABSENT: Ann L Moss

BUREAU STAFF: Tana Cory, Bureau Chief
Dawn Hall, Administrative Support Manager
Lori Peel, Investigative Unit Manager
Mitchell Toryanski, Legal Counsel
Landon Brown, Board Prosecutor
Marilyn London, Technical Records Specialist

OTHERS PRESENT: Jamie Simpson, Licensing and Certification
Troy Bell, Idaho Health Care Association
Monica Perry, IHCA
Lance Giles, Eiguren Ellis (IHCA)

The meeting was called to order at 9:05 AM MST by Heidi Brough Nye.

APPROVAL OF MINUTES

Ms. Hyde made a motion to approve the minutes of October 20, 2015 and December 9, 2015. It was seconded by Mr. Doty. Motion carried.

LEGISLATIVE REPORT

Ms. Cory gave the legislative report. She said that the Proposed Law change HB-332 is scheduled for presentation before the Health and Welfare Committee on January 26, 2016. The Proposed Law change addresses the renewal and reinstatement of licenses.

FINANCIAL REPORT

Ms. Hall gave the financial report, which indicated that the Board had a negative cash balance of (\$104,747.98) as of December 31, 2015.

DISCIPLINE

Mr. Brown presented a memorandum regarding case numbers RCA-2016-6, RCA-2016-4 and RCA-2016-5. After discussion, the Board gave recommendations for appropriate discipline on cases RCA-2016-6 and RCA-2016-5.

Ms. Simon made a motion to close case RCA-2016-4 with a warning letter. Mr. Doty seconded the motion. Motion carried.

INVESTIGATIVE REPORT

Ms. Peel gave the investigative report, which is linked above.

REGULATORY BOARD TRAINING

Mr. Toryanski presented a PowerPoint presentation to the Board on the role of the Board.

OLD BUSINESS

To Do List – The Board reviewed the to do list.

OPEN BOOK EXAM

The Board received a copy of the edited open book exam from Ms. Simpson. The Board will further review the changes at its next Board meeting.

ADMINISTRATOR COURSE

The Board reviewed the online Assisted Living Administrator training from easyceu.com, which is approved by the National Association of Long Term Care Boards. Ms. Simon made a motion that the Board approves the Assisted Living Administrator training to meet the requirements in Rule 150.03 and to add the link to the Board's web page. Ms. Hyde seconded the motion. Motion carried.

IDAHO HEALTH CARE ASSOCIATION

Mr. Bell, Idaho Health Care Association President, spoke to the Board regarding communication issues that happened between the Board and the Association and apologized. He said he wants to clear up any past issues and move forward. He would like to grow the association. Only 40% of Residential Care Administrators are members of the Association. He wants to be an advocate for

all administrators to educate them to be better professionals and to lower complaints. The Association wants to be part of the solution. The Association sends newsletters to its members and will start sending a copy to the Board. Ms. Brough Nye thanked Mr. Bell for attending and engaging in a positive manner and accepted the apology.

CONTINUING EDUCATION COURSES

Ms. Simpson, Licensing and Certification let the Board know that they are working on the online continuing education courses and adjusting the hours to be more accurate. The nursing courses that the Board has approved do not include the number of hours on the certificate. This will be looked into and further discussed at the next Board meeting.

NEXT MEETING was scheduled for April 14, 2016 at 9:00am MDT.

NATIONAL ASSOCIATION OF LONG TERM CARE BOARDS

Ms. Brough Nye attended the November 11 – 13, 2015 NAB meeting. She reported NAB is working on developing a National Health Service Executive license and has a task force working on a National Administrator Training Program. The next NAB meeting is scheduled for June 8 – 10, 2016 at Cleveland, Ohio.

Ms. Simon made a motion to approve Ms. Brough Nye to attend the NAB June 8 – 10, 2016 meeting. It was seconded by Mr. Doty. Motion carried.

CONTINUING EDUCATION TRAINING

The Board reviewed a continuing education training titled, “Idaho PUPC 9th Annual Consensus Meeting: Prevention: It’s all about the Braden.” The Board tabled the application until additional information is received.

ELECTIONS

Ms. Simon made a motion to re-elect Ms. Brough Nye as Board Chair and Ms. Simon as Vice-Chair. Ms. Hyde seconded the motion. Motion carried.

EXECUTIVE SESSION

Ms. Hyde made a motion that the Board go into executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law. The purpose of the Executive Session was to consider license application materials. It was seconded by Mr. Doty. The vote was: Ms. Hyde, aye; Ms. Simon, aye; Mr. Doty, aye; and Ms. Brough Nye, aye. Motion carried.

Ms. Simon made a motion to come out of executive session. It was seconded by Ms. Hyde. The vote was: Ms. Hyde, aye; Ms. Simon, aye; Mr. Doty, aye; and Ms. Brough Nye, aye. Motion carried.

APPLICATIONS

Ms. Simon moved to approve the examination application for Roberta Reid. Mr. Doty seconded the motion. Motion carried.

The Board requested to add updating the intern log form on the next Board meeting agenda.

ADJOURNMENT

Ms. Simon made a motion to adjourn the meeting at 12:00 noon. It was seconded by Ms. Hyde. Motion carried.

Heidi Brough Nye, Chair

Ann L Moss

Benjamin E Doty

Kristen E Hyde

Linda L Simon

Tana Cory, Bureau Chief